

1. Bureau of Standards tests indicate that 17 point kraft folders are superior in both wear and bending tests.
2. Straight cut will permit interfiling of heavy duty folders with standard 11 point folders without interfering with the standard guide.
3. Straight cut permits labeling in any position with stock maintenance of 1 item instead of 3.
4. The proposed folder costs approximately 19¢ each as compared to about 29¢ each for the armor clad folder and 23¢ for the 17 point with metal tabs. In 1954 10,586 heavy duty folders (Pressboard) were purchased. The use of the proposed folder would result in a savings of \$1,058.80. In 1953 63,100 heavy duty (pressboard) folders were purchased. The use of the proposed folder would result in a net savings of \$6,310.00.

comparative features

17 pt. straight cut — Pressboard metal tab

Logistics

1. a. Specifications selected were not pointed towards a single source of supply. Yarman-Erbe Co. & Remington Rand make this type of folder.

b. The folder selected is no more of a specialty item than 25 point pressboard which is the alternative. The 90-120 days lead time is unimportant since they could be ordered sufficiently in advance to obviate this.
2. a. The item is readily available.

b. This folder should not cause a security problem. Neither the SO, DD/I or DD/P has raised this question. With respect to those activities that are integrated with government and commercial organizations no problem should exist since they should normally obtain their administrative supplies from these organizations.
3. The "numerous individual small purchases" which the Procurement Office has had to effect in the past year is a small item. Even if the number of requisitions for pressboard folders were 200 (which this office hesitates to admit) at a processing cost of \$20.00 each, the total cost would be \$4,000. Since the cost of all types of folders for FY 1954 was \$24,528.26 less than it was in FY 1953, it would appear that there was a net gain to the Agency of approximately \$20,000.00

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Approved For Release 2005/11/21 : CIA-RDP70-00211R000300050020-0

TO: REGULATIONS CONTROL STAFF, 126 ☐

CONCURRENCE SHEET

PROPOSED ISSUANCE: Notice No. ☐ Supply, Standardization
of Heavy-Duty File Folders
DRAFT 17 August 1954

CONCUR:

(a) Substance
(c) Classification
(a) Distribution

☐

MS - PD/P

Office

26 Aug 54

Date

COMMENT

Par 1. Are specifications complete? what dimensions in
hole punching - what position? Top or left?
Straight or square cut will require the supply cost increase

Par. 4 If these folders are standardized, why will
regulations and justifications be required? Building
supply officers now issue stationary items without
regulation - including such items as hole punches.
Rebuke detailed control is costly.

2 Mar 55
Discussed with ☐ (Job #712-11)
Today & he concurs as amended

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Comments

STAT

MS/DD/P

Specifications are complete. Slot punching is regular distance for 2 hole punch. Slot punched on both left and right flap. No tab increase anticipated.

Requisitions will be required in order to promote the use of the less expensive standard 11 point folders stocked in BSO.

No detailed control is involved. Folders will be stocked in warehouse and a simple requisition can obtain them.

DD/P

Paragraph 2. No blanket exemption was given to RI. Requisitions however have been approved as submitted.

3. The notice does not preclude the use of non-standard items when conditions warrant them.

4a. This is the only major objection. The purpose of the proposed heavy duty folder is to protect the records filed in the folder, not to provide a labeled guide for each folder as is proposed here. Standard file guides, when they are used, can provide sufficient guidance to the particular folder(s) desired. In addition the placing of metal removable label tabs on the folders is an additional expense (approximately 4¢ each) and would also interfere with the use of guides.

not a slot

One of the reasons for proposing a square cut folder was its similarity to the standard 11 point folder and the ease with which it could be used and interfiled with such folders.

b. This is a choice of words. (I prefer ours.)

c. Choice of words.

d. This item is being standardized for a specific purpose i.e. for those files having need for a "heavy duty" folder. It is not being standardized for general use as were the 11point kraft folders in Notice The certification required, therefore, is merely to serve as a check on the requisitioning element.

We can give or take on this point depending on what we decide on paragraph 4a above.

e. Do not believe this is necessary. However, it can easily be inserted. No Problems

STAT

TO: REGULATIONS CONTROL STAFF, 126 ☐

CONCURRENCE SHEET

PROPOSED ISSUANCE: Notice No. ☐ Supply, Standardization
of Heavy-Duty File Folders
DRAFT 17 August 1954

CONCUR:

- (a) Substance
- (c) Classification
- (d) Distribution

Signature

Deputy Comptroller
Office

8 September 1954
Date

COMMENT

In one area of the Office of the Comptroller there is a continuing need for heavy-duty file folders with dividers. The use of the heavy-duty file folder with dividers has proven to be more economical in this area than other heavy-duty file folders, including the type proposed for standardization. Except as noted above the proposed standardization is acceptable to this Office.

Regulations Control Staff
Deputy Comptroller
TAS Return

No Dismissal required

(Job #712-12)

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Comptroller

This comment is acceptable.

TO: REGULATIONS CONTROL STAFF, 126 ☐

CONCURRENCE SHEET

PROPOSED ISSUANCE: Notice No. ☐ Supply, Standardization
of Heavy-Duty File Folders
DRAFT 17 August 1954

CONCUR:

(a) Substance - see comments
(c) Classification - concur
(d) Distribution - concur

Signature

☐

Office SEP 14 1954

Chief, Administrative Staff, LO
Date

COMMENT

See attached

(Job #712-IE)

STAT

Proposed Notice
"Standardization of Heavy-Duty File Folders"

1. The 17 point, kraft folders selected as the standard heavy-duty folders for the Agency present several problems with respect to procurement, namely:

a. The specifications of the particular folder selected points toward a single source of supply, the Yawman-Erbe Co.; therefore, from a procurement standpoint, the problem of a possible single source of supply arises for an item as common as folders.

b. The folder selected is a specialty item; that is, it would have to be manufactured specifically each time it was purchased, and it is estimated that approximately 90-120 days lead time would be involved.

2. In addition to the above, and from an over-all standpoint, it is believed that some of the basic factors that should be considered in selecting a standard item for stock such as folders are:

a. Availability - is the item readily available.

b. Common - is the item commonly used by commercial concerns as well as the Government. This is a very important factor in view of the fact that many activities of the Agency are integrated with both Government and commercial concerns. Therefore, any specialty folder could cause a security problem.

3. During the past year and since pressboard folders have been discontinued as a stock item, it has been necessary for this office to effect numerous individual small purchases of pressboard folders. While this office does not advocate standardization of the pressboard folders, it has been our experience, insofar as we have been able to determine, that pressboard folders along with the lightweight manila and kraft folders are the types most commonly used both in industry and Government.

*Change to
Pressboard
no discussion
with AGO required*